



Expression of Interest (EOI) Document for Shortlisting of Consultants and Consulting Services

Procurement of Consulting Services (For National Consulting Services)

**Issued By:
National Trust for Nature Conservation
Khumaltar, Lalitpur**

Poush 2075 (January 2019)

Expression of Interest (EOI)

Title of Consulting Services: *Preparation of an Environmental and Social Safeguards Framework, and Environmental and Social Management Plans for Select First-Year Activities*

Method of Consulting Service: National

Project Name: *A Nepal Sustainable and Value Creation Tourism Development Project*

EOI: 02/075/076

Office Name: *National Trust for Nature Conservation (NTNC)*

Office Address: *Khumaltar, Lalitpur*

Issued on: *January 10, 2019 (Poush 26, 2075)*

¹ Following the ESMF, similar plans will be prepared for the investments that will be carried out in subsequent years, when those investments are identified, under a separate assignment.

Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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A. Request for Expression of Interest

National Trust for Nature Conservation

Date: 2075/09/26

Name of Project: A Sustainable and Value Creation Tourism Development Project

Name of the Donor Agency [if applicable]: _____

Donor Loan/Credit/Grant No [if applicable]: _____

1. National Trust for Nature Conservation has allocated fund toward the cost of ***Preparation of an Environmental and Social Safeguards Framework, and Environmental and Social Management Plans for Select First-Year Activities*** of a Sustainable and Value Creation Development Project and intends to apply a portion of this to eligible payments under the Contract for which this Expression of Interest is invited for **National consulting service**.
2. The ***National Trust for Nature Conservation*** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services:
 - a. *Preparation of an Environmental and Social Safeguards Framework, and Environmental and Social Management Plans for Select First-Year Activities.*
3. Interested and eligible consultants may obtain further information and the EOI document free of cost at the address ***National Trust for Nature Conservation, Khumaltar, Lalitpur*** during office hours on or before **2075/10/10 (January 24, 2019)**. **The EOI document can also be downloaded from website of NTNC, <http://www.ntnc.org.np>.**
4. Consultants may associate with other consultants to enhance their qualifications.
5. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
6. EOI will be assessed based on ***Qualification 50%, Experience 40%, and Capacity 10%*** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
7. Minimum score to pass the EOI is **60%**.

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B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firm/company/organization**.
4. The assignment has been scheduled for a period of **60 working days from contract date**. Expected date of commencement of the assignment is **February 01, 2019**.
5. A Consultant will be selected in accordance with the **QCBS method**.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Preparation of an Environmental and Social Safeguards Framework, and Environmental and Social Management Plans for Select First-Year Activities**". The envelope should also clearly indicate the **name and address of the applicant**.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest**". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

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C. Objective and Scope of Consultancy Services

Objective: The main objective of the consultancy is to assess the environmental and social consequences in line with the World Bank's Operational Policies (OPs) and with the Government of Nepal's environmental and social laws and associated regulations for the proposed interventions and develop safeguards instruments as required by the OPs (see below). Through this analysis and the safeguards instruments, the consultancy will provide overall guidance on the selection of optimal project interventions from the environmental and social perspectives, help in the project designs, and ensure complete integration of environmental and social concerns, and mitigation measures in the design for the activities to be undertaken by project implementing agencies.

The World Bank's safeguards policies that are triggered by the project to date include the following: Environmental Assessment OP/BP 4.01, Natural Habitats OP/BP 4.04, Forests OP/BP 4.36, Indigenous Peoples OP/BP 4.10, Involuntary Resettlement OP/BP 4.12. Other policies that may be triggered once all sub-project investments have been identified include: Pest Management OP 4.09; and Physical Cultural Resources OP/BP 4.11. Consequently, the following safeguards instruments are required to be prepared during project preparation: (i) Environmental and Social Management Framework (ESMF), (ii) Environmental and social Management Plans (ESMP), Resettlement Policy Framework (RPF), Vulnerable Communities Development Framework (VCDF), and a Stakeholder Engagement and Consultation Framework (SECF); and (ii) for those investments planned for implementation in Year 1 and that are fairly well defined at this initial stage: Environmental and Social Management Plan (ESMP), a Resettlement Action Plan (RAP), a Vulnerable Community Development Plan (VCDF).¹

Scope: To achieve the above objective the consultant will:

- ⑩ Identify and describe existing environmental state of the proposed project area, as well as potential environmental and social sensitivity and status of the investments/activities in those areas,
- ⑩ Identify and assess, for each type of sub-project/ investment, potential environmental and social risks/ impacts/ issues including gendered impact relevant to the proposed project activities,
 - Identify effective ways to manage the environmental and social risks/ impact/issues throughout the subproject-cycle (based on the current analysis, experiences of previous projects performance and/ or other experiences in the sector and review); following mitigation hierarchy of avoidance, minimization, mitigation, and off-setting;
 - Review environmental and social policy and acts/ regulations of Nepal and the World Bank to identify applicable provisions in the proposed project and suggest ways to fill any gap between Nepal and World Bank policy requirements;
- ⑩ Assess the environmental and social capacity of the institutions involved in the Project, including the environmental and social roles and responsibilities, and develop a plan for addressing the identified capacity gaps; • Develop an Environmental and Social Management Framework (ESMF), including integration of environmental and social management steps and tools with subproject-cycle, and well-defined performance indicators for the identified issues;
- ⑩ Engage with design team (the project and

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EOI Document

consultant) for the first-year investments that are fairly well defined at this stage and prepare sub-project specific social and environmental safeguard documents including ESMPs, EMP, RAP, and VCDP..

- Review gender policy and acts/regulations of Nepal and the world bank in general and specifically in tourism sector to identify gender gaps and recommend suitable activities and indicators to address the gender gap in the project document.
- Assess the gender capacity of the institutions involved in the project, including gender roles and responsibilities and propose actions and indicators to address the identified capacity gap.

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Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test	Compliance
Copy of Registration of the company/firm	Mandatory
VAT/PAN Registration (for National consulting firm only)	Mandatory
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission Fiscal Year 2074/075	Mandatory
Joint Venture Agreement in case of Joint Venture	Mandatory
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

ii) EOI Evaluation Criteria	Insert Minimum Requirement if Applicable	Score [Out of 100%]
A. Qualification		
<i>Qualification of Key Experts</i>	<ol style="list-style-type: none"> 1. <i>Environmental Safeguards Consultant - Team Leader- Master's Degree in any of natural resources /biodiversity/ environmental science/environmental engineering/ environmental economics/ environmental planning/ environmental management or related field from a recognized university/institute.</i> 2. <i>Social Safeguards Consultant – Master's degree in social science or related training in conducting both qualitative and quantitative social research.</i> 3. <i>Gender Expert- Master's degree in gender studies, social science or related training in conducting both qualitative and quantitative social research.</i> 4. <i>Tourism Expert - Master's in tourism or related subject from a recognized university.</i> 	50 %
<i>Experience of Key Experts</i>	<ol style="list-style-type: none"> 1. <i>Environmental safeguards Consultant- minimum 10 years of relevant experience in environmental and social assessments, environmental and social mitigations and management, environmental and social monitoring in government/autonomous/semi-autonomous organizations, universities, NGO/private organization/ foundations in similar functions with working experience, experience in biodiversity assessment and protected areas management planning.Relevant experience in preparing an ESMF or in preparing guidelines for environmental and social screening, assessments, monitoring and management, and/or similar documentations.</i> 2. <i>Social Safeguards Consultant- minimum of 8 years of working experience in the relevant field, with at least two assignments that included similar tasks.</i> 	

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	<p><i>Familiarity with World Bank Safeguards policies, particularly OP 4.12 and OP 4.10, and Nepal's laws and regulations related to land acquisition, indigenous groups, other vulnerable groups.</i></p> <p><i>Experience of preparing social assessments, resettlement action plans, community development plans for World Bank or other donor funded projects.</i></p> <p>3. <i>Gender Expert- minimum of 8 years of working experience in the relevant field, with at least two assignments that included similar tasks.</i></p> <p><i>Familiarity with World Bank Gender Policy and Nepal's laws and regulations related to gender equality and women's rights.</i></p> <p><i>Experience of preparing gender assessments, gender action plan, community development plans for World Bank or other similar donor funded projects.</i></p> <p>4. <i>Tourism Expert- minimum of 8 years of working experience in the relevant field, with at least two assignments that included similar tasks.</i></p> <p><i>Familiarity with the national tourism policy and plans, and global tourism development trend. Experience of preparing tourism plan, destination planning, tourism surveys for the World Bank or other similar donor funded projects.</i></p>	
B. Experience		
<i>General of consulting firm</i>	<i>Experience in preparing different plan, policies and strategies</i>	40%
<i>Specific experience of consulting firm within last 7 years.</i>	<i>Experience in preparing Environmental and Social Management Framework (ESMF) or in preparing guidelines for environmental and social screening, assessment, monitoring and management, and /or similar documentations</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>Experience of consulting service of Protected Area of Nepal.</i>	
C. Capacity		
<i>Financial Capacity</i>	<i>Average turnover not less than NPR 18,00,000 of last three fiscal years i.e. FY 2072/073, 2073/074, 2074/075 (Audited financial statements should be submitted).</i>	10%

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D. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts

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1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

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[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):

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2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

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3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

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3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____

² Consultant should state value in the currency as mentioned in the contract

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3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Project	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover

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(Note: Supporting documents for Average Turnover should be submitted for the above.)

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4(B). Infrastructure/equipment related to the proposed assignment³

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		

³ Delete this table if infrastructure/equipment for the proposed assignment is not required.

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5. Key Experts *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

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